

State of California  
**Department of Health Services**



**GRAY DAVIS**  
*Governor*

February 14, 2003

CHDP Information Notice No.: 03-E

**TO:** ALL COUNTY CHILD HEALTH AND DISABILITY PREVENTION (CHDP)  
PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN'S  
MEDICAL SERVICES (CMS) BRANCH STAFF AND REGIONAL OFFICE  
STAFF, MEDICAL CONSULTANTS AND NURSE CONSULTANTS

**SUBJECT:** REGISTRATION FOR CHDP GATEWAY TRAINING  
(MARCH 25 AND 26, 2003) FOR LOCAL CHDP PROGRAMS

The CMS Branch CHDP Program will conduct a CHDP Gateway Training for local CHDP Program staff on March 25 and 26, 2003. The training will take place at the Sacramento Sheraton Grand, 1230 J Street, Sacramento, CA. The training will provide an overview of the Gateway, introduce the new CHDP Provider Manual and the Local Program Guidance Manual. The training for CHDP providers on how to enroll children through the Gateway will be presented. Each local CHDP Program is required to send two designated representatives. Please see the enclosed Gateway Training Tentative Agenda (enclosure #1) for the date, time, and location.

**Registration and Travel Information for Designated Representatives**

- All conference attendees must submit a completed registration form (enclosure #2).
- Designated Representatives will have the registration fee, lodging, airfare/mileage, meals, incidentals and parking paid by the conference coordinators.
- **Travel** The designated representatives of each local health department, who are located 50 miles outside of Sacramento, will be reimbursed for travel expenses (i.e., parking, airport shuttle, mileage, etc.) incurred as a result of their participation. Please retain all original receipts for travel reimbursement. Upon checking in with staff at the registration desk, you will be given the appropriate travel claim forms, which should be completed to receive your travel reimbursement.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:  
[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

Children's Medical Services Branch  
714/744 P Street, P.O. Box 942732, Sacramento, CA 94234-7320  
(916) 327-1400

Internet Address: <http://www.dhs.ca.gov/pcfh/cms>

Designated representatives who reside inside 50 miles of Sacramento may be reimbursed for mileage and parking. Registration fees and meals at the training will be covered expenses.

- **Airline Ticket** If the designated representatives of your local health department require airline tickets, please complete and submit the enclosed Travel Request Form (enclosure #3) specifying your travel needs. Electronic airline tickets will be purchased and forwarded to the traveler directly.
- **Hotel Accommodations** Hotel rooms and tax charges for designated representatives will be placed on a master bill. Please complete the Lodging Information of the Travel Request Form if you will need hotel accommodations.
- Travel arrangements (lodging and air travel) are only available for the designated representatives and must be made directly with the conference coordinator:

Ms. Andrea Killeen  
CCE Conference and Training Services  
California State University, Sacramento (CSUS)  
3000 State University Drive East  
Sacramento, CA 95819  
Phone (916) 278-4829      Fax (916) 278-4500

**DEADLINE:** Registration Forms and Travel Request Forms for the two designated representatives of your local health department must be received no later than noon on March 4, 2003.

### **Additional Attendees**

- In addition to the Designated Representatives, limited space is available for supplemental local CHDP Program staff to register and travel at the expense of the local health departments.
- If you would like to apply to have additional local program staff attend the meeting, please complete the "Additional Attendee Registration" form (enclosure #4) and return by February 26, 2003. Confirmation of the attendance space for additional staff will be made by March 4, 2003.

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- The registration fee for each additional attendee is \$150 per person and includes two continental breakfasts, two luncheons, one reception and all training materials.
- A block of rooms has been reserved at the Sacramento Sheraton Grand. To receive the discounted rate of \$84.00 single or double occupancy (plus taxes) reservations must be made by March 7, 2003. Please read details on the enclosed "Additional Attendee Registration" form ( enclosure 4).

Please be sure to read all of the instructions on the registration forms.  
If you have any questions or need additional information, please contact your  
Regional Office Nurse Consultant.

**Original Signed By Maridee A. Gregory, M.D.**

Maridee A. Gregory, M.D., Chief  
Children's Medical Services Branch

Enclosures